



DEPARTMENT OF THE NAVY

COMMANDING OFFICER
NAVAL AIR STATION
WHITING FIELD
MILTON, FLORIDA 32570-5000

IN REPLY REFER TO

NASWFINST 11101.18C
Code 18400

MAY 10 1994

NASWF INSTRUCTION 11101.18C

Subj: PROCEDURES FOR ISSUING LETTERS OF WARNING CONCERNING TERMINATION OF
QUARTERS

Ref: (a) NASWFINST 11101.1G
(b) OPNAVINST 11101.13J
(c) NAVFAC P-930 Housing Manual

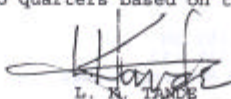
1. Purpose. To provide information and establish procedures for issuing letters of warning concerning termination of quarters.
2. Cancellation. NASWF 11101.18B. This instruction is a complete revision, therefore no marginal notations have been included.
3. Background. Occupants of Navy family housing are responsible for compliance with all NAS Whiting Field rules and regulations and for maintaining acceptable behavior. Reference (a) is the NAS Whiting Field Family Housing Information Brochure. References (b) and (c) contain guidance on the administration of public quarters and provide authority to the Commanding Officer to take firm and positive action when necessary.
4. Procedure.
 - a. Discrepancy/Deficiency Reports will be initiated by the Housing Office on maintenance or upkeep of quarters. Normally one or more notices will be issued. However, if the situation dictates, the first notice may be to vacate quarters.
 - (1) First notice will be issued by the Housing Project Manager to highlight the discrepancy/deficiency and ask for the occupant's cooperation and corrective action.
 - (2) The second notice will be a letter signed by the Housing Manager warning the occupant that the next notice could be for termination of Navy family housing. A copy will be sent to the cognizant department head for those attached to NAS Whiting Field, or Commanding Officer, if attached to a tenant command.
 - (3) The third and final notice will be a letter from the Commanding Officer advising the occupant that his/her assignment to quarters will be terminated, and to vacate such quarters on a designated date. A copy will be sent to the cognizant department head or Commanding Officer.
 - b. Incident Complaint Reports will be initiated by the Security Department.
 - (1) The Security Officer will provide a copy of all occupant-related incident reports to the Housing Manager by the most expedient manner, safeguarding the privacy of the individual(s) involved.

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(2) The Housing Officer will review the reports, and based on the seriousness of the matter and number of previous occurrences, recommend appropriate action to the Commanding Officer.

(3) The Housing Manager will process appropriate letters of warning/termination of assignment to quarters based on the Housing Officer's final determination.


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